

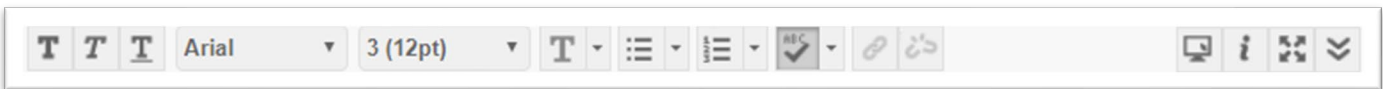
The **Content Editor** appears throughout your course, and allows you to add and format text, insert images, and add web links. You will use the Content Editor in areas such as discussions and assignments. It looks and functions similarly to a word processor. There is a tool bar filled with icons, and when you roll your mouse pointer over an icon, a tool tip will appear to identify the icon. To prevent the loss of work, it is good practice to type your information offline in a simple text editor such as Notepad or TextEdit, and copy and paste into the Content Editor.

THE CONTENT EDITOR TOOLBAR

There are two ways to view the toolbar in the Content Editor: Simple Mode and Advanced Mode. Each of these is pictured below.

Simple Mode:

Contains a minimal set of icons featuring the most commonly used formatting functions.



Advanced Mode:

To expand the simple tool bar to Advanced Mode, click on the downward pointing double arrow in the toolbar. This button will allow you to toggle between the two modes.



HELPFUL TIPS:

- Functions that are greyed out are not currently available. You may need to select text prior to using that function.
- The Content Editor functions similarly to a word processor. You must select text to format text.
- Click on the Full Screen icon in the toolbar to expand the working area in the Content Editor. Just make sure to bring the window back down to standard size before closing out so you can save your work!
- Click on the Preview icon in the toolbar to see the page as it will appear to other viewers.
- Roll your mouse pointer over an icon to view the function of the icon

ONLINE@SUNYBROOME

Please visit the Student Resources area of the Online@SUNYBroome website for additional information pertaining to online, blended, remote, and web-supplemented courses that use the Blackboard Learning Management System at SUNY Broome. (<http://www3.sunybroome.edu/online/students/>).